

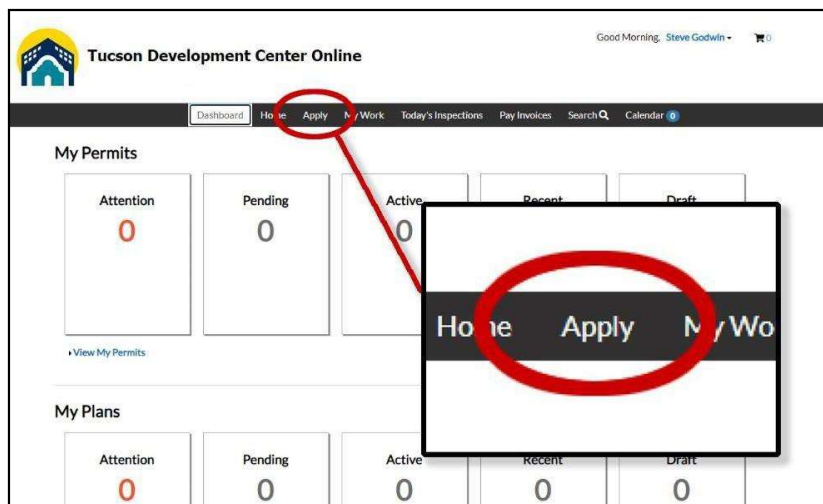
# Applying for Permit



Log into your TDC Online account. If you do not yet have an account, be sure to register now: <https://tdc-online.tucsonaz.gov>

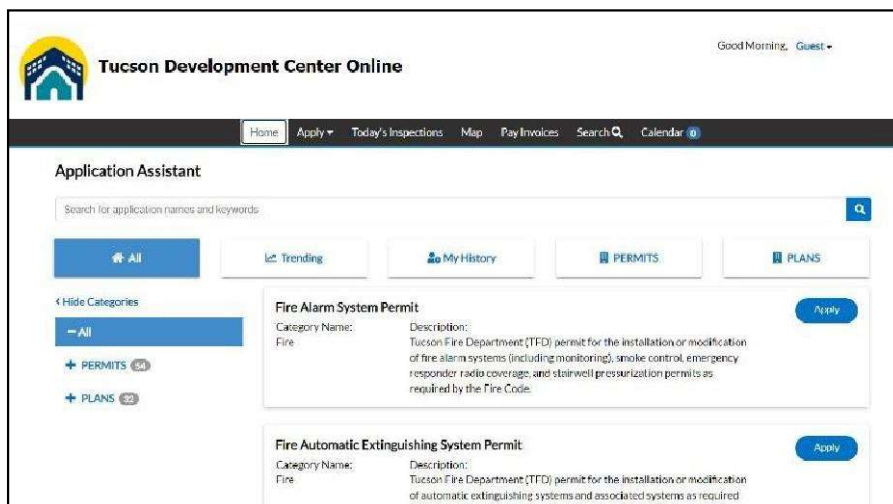
To illustrate the application process, let's assume you need a permit to replace the water heater in your home.

From your dashboard, click the **Apply** option in the main menu.



## Find the Permit You Need

The **Application Assistant** page lists all the available plans and permits. Click "All" to see the full list or use the other links to sort and refine the list as you want.



In our example case, let's use the search function to find the permit we need.

Enter the words "water heater" in the search field at the top of the page click the magnifying glass to the right of the search field.

The system finds the *Residential Trade Permit*.

The screenshot shows the 'Application Assistant' interface. At the top, there is a search bar with the text 'water heater' and a magnifying glass icon. Below the search bar are five buttons: 'All' (with a house icon), 'Trending' (with a bar chart icon), 'My History' (with a person icon), 'PERMITS' (with a document icon), and 'PLANS' (with a document icon). Below these buttons are two links: '> Show Categories' and 'Show My Templates'. The main content area displays the 'Residential Trade Permit' result. It includes a category name 'PDSD - Building' and a detailed description: 'Application for a trade or trades on a residential property. Included under a trade permit are: Electric Service Upgrade, Electric Service Replacement, or new Service Installation (up to 400 amp), Electrical Equipment Installation, Fixed Appliance Installation, Plumbing Fixture Replacement, Water Heater Installation, Water Service Line from Meter to Building, Replacement of Sewer Line/Building Drain to'. An 'Apply' button is located to the right of the description.

*Use the search field to find the permit you need*

There are two broad classes of permits – one for homes and one for commercial buildings.

The name of this permit says "Residential". Since you're installing the water heater in your own home, this is what you want.

Notice too that the description says that this permit includes "Water Heater Installation", so this is the permit we want. Click "Apply" to begin the application process.

## Locations

The first step is to enter the location where the work will be performed. In this case, that's your home address.

Click the plus sign in the blue box. The "Add Location" page appears. Two types of locations can be entered: Address and Parcel. Address should be selected by default, and that's what we want for our permit.

Enter your home address under Address Information. The system will confirm that your address is accurate and within the City of Tucson by searching the City's GIS database.

The best way to enter a valid address is to begin typing it, and then select from the suggestions in the auto-completion dropdown when it appears.

Search

Address Information

Search 201 n stone

201 N STONE AV

2201 N STONE AV

5201 N STONEHOUSE PL

Do not use punctuation after directions or abbreviations. For example, instead of **123 N. Main St.** enter **123 N Main St**

The auto-completion drop-down list should appear by the time you have entered the name of the street. It can take several seconds depending on the type of internet connection you have.

If it doesn't appear at all, you can finish the address. Use the following abbreviations for the street type:

Avenue	AV
Street	ST
Drive	DR
Stravenue	SV
Boulevard	BL
Court	CT
Road	RD
Way	WY
Lane	LN
Terrace	TR
Place	PL

Finally, click the magnifier icon or press Enter to begin the search.

It's possible that your address record will not be found. In that case, try entering your address again. Make sure you see the address in the auto-completion dropdown. If you have trouble selecting it, enter the address exactly as it appears in the dropdown list.

When the search is successful, one or more records will be displayed.

**Address Information**

Search

Click the **Add** button next to your address

Address	Action
201 N STONE AV TUCSON, AZ, 85701	<a href="#">Add</a>
201 S STONE AV TUCSON, AZ, 85701	<a href="#">Add</a>
201 S STONE AV BLDG 1 TUCSON, AZ, 85701	<a href="#">Add</a>

Click the “Add” button to the right of the address record to add it to your permit application.

Since you’ll only be working at this one location, we can move on to the next step in the permit application process. Click the “Next” button on the Locations page to enter the permit details.

**LOCATIONS**

Type: Location

201 N STONE AV TUCSON, AZ, 85701

Main Address ☒

Parcel Number

11711001D

Main Parcel ☒

[Remove](#)

Location

[Add Location](#)

After adding your address, click the **Next** button

[Create Template](#) [Save Draft](#) [Next](#)

## Permit Details

The Permit Details page is very simple for the Residential Trade Permit.

You'll notice that the system has already filled in the Permit Type in the top field.

Now enter a short description of your project. The Square Feet and Valuation field are optional; enter the information if it pertains to your permit. In our example case, they're not applicable so we'll leave them blank.

The screenshot shows the 'PERMIT DETAILS' form. At the top, a red arrow points to the 'Residential Trade Permit' dropdown menu with the text 'The Permit Type is filled in automatically.' Below this, the 'Description' field contains the text 'Change out old water heater for new unit.' A red arrow points to this field with the text 'Enter a short description of what the project entails...'. Below the description field are two empty input fields for 'Square Feet' and 'Valuation'. At the bottom right, a red arrow points to the 'Next' button with the text '...and click the Next button.' The form has a 'Back' button, a 'Create Template' button, a 'Save Draft' button, and a 'Next' button.

## Contacts

Since you're logged into the system and applying for the permit, your name and address will already appear on the Contacts page.

If you're working with someone else on the project, you can add their name as well.

The screenshot shows the 'Add Contact' form. At the top, there is a dropdown menu labeled 'Contractor'. A red arrow points to this dropdown with the text 'Select the contact type...'. Below the dropdown is a large blue button with a white plus sign and the text 'Add Contact'. A red arrow points to this button with the text '...and click the plus sign.'

Let's say you're working with a plumbing contractor. First, select "Contractor" in the selection field at the top of the blue box. Then click the plus sign to move to the **Add Contact Page**.

Most of the contractors in Tucson already exist in our database, so try searching for your contractor first.

Enter their name, company name or email address into the Search field and click the search icon, or press enter.

If the name or company you're looking for appears in the results, click "Add" to the right of name. If no records are displayed, or none of the matched records show your contractor, click the "Enter Manually" button above the search field to enter the contact information.

The screenshot shows a web interface for searching contractors. At the top, there are three buttons: "Search" (blue), "Enter Manually" (light blue), and "My Favorites" (light blue). Below these is a search bar with the text "Rogers Plumbing Company" and a magnifying glass icon. To the left of the search bar is a "Sort" dropdown menu currently set to "Relevance". Below the search bar is a table with the following headers: "Favorite", "First Name", "Last Name", "Address", "Company", "Email", and "Action". The table body is empty, with the text "No records to display." at the bottom. Two red arrows point to the "Enter Manually" button with the text "If no records are displayed click the **Enter Manually** button to add your contractor contact". Another red arrow points to the "My Favorites" button with the text "My Favorites lists contacts from your previous permit applications".

Favorite	First Name	Last Name	Address	Company	Email	Action
No records to display.						

When you've successfully completed adding your contact, you'll be returned to the **CONTACTS** page. Repeat the process to add as many contact records as you need.

Now that you’ve entered the first few pages of the application, click “Save Draft” to save your work. Then click the “Next” button to move to the More Info page.

**More Info**

From here you will follow each section to add necessary information.

The first field is a structure type. We will assume this is for a single-family residence. Then you can add a row for the trade columns.

You can choose exactly what type of work will be performed, then you can press the update button.

Once all the fields have been filled out you can hit next to go to the next screen.

MORE INFO

Please provide details information about your project. Fields with a red asterisk \* require a response, all other fields can be left blank. *For electrical/gas reconnects only, please complete the structure type and choose your option from the drop down in the trade table.*

Project Scope

Next Section | Top | Main Menu

\*Structure Type

Single Family Residence

Please indicate the scope of work by selecting your option from the dropdown in the table below. If your scope of work includes more than one trade/activity please include additional rows for each additional item.

Trades for Residential/Com Buildings Details

+ Add Row

	Trades	Count (ex., 1, 2, 3)
<div><div>Edit</div><div></div></div>	Plumbing Fixture Repair/Replace	1

Fee Assessments

Previous Section | Top | Main Menu

Was Work Done without a Permit?

**Attachments**

If you have plans, engineering drawings or any other types of material that need to be submitted with the application, you can do it here.

Click the “Select Type” dropdown to choose the type of document you’re submitting. Then click the plus sign to select a file from your computer to upload. Please note that PDF files are the only files supported at this time.



## Signature Page

Read the statement on the signature page and consent by adding your signature. First, type your full legal name in the consent field.

Next, if you are using a touchscreen device that allows you to draw your signature, you can do so in the signature area at the bottom of the page.

\* Please type your name as consent to electronically sign this application.

John X. Doe

First, type your name here...

Enable Type Signature ☐

John Doe  
August, 29 2022

... then draw your signature here if your device allows it.

X Draw Signature Here

If you're not using a touchscreen, click the "Enable Type Signature" button and type your name into the field that appears.

If you're not using a touch-screen, click this button, and type your name in the field.

Enable Type Signature ☒

Type Name Here

John Doe  
August, 29 2022

After adding your signature, click "Next".

## Final Review

The final page in the application shows a summary of everything you've entered.

Review the summary carefully and edit the data as needed. When you've verified that the information is correct, click the "Submit" button to submit your application.